



# **ERT**

## **WEBEOC REGISTRATION GUIDE**

### **WEBEOC v7.5**

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## COMPLETING REGISTRATION

### Registration

#### **Audience**

This document is for users who need to create a new WebEOC® user account.

#### **Preparations for Registration**

To complete the Registration, you will need the WebEOC address (<https://webeoc.epa.gov/eoc7>), the name of the Position you will be assigned to (i.e., R1 Duty Officer, ICS, etc.), and the position access code (PAC). To receive the Position Access Code (PAC), please send a request to [ertsupport@epa.gov](mailto:ertsupport@epa.gov) indicating what Position(s) you will be registering for.

#### **Position Access Codes (PACs)**

A PAC is a position-specific code that the WebEOC Administrator generates in WebEOC. The PAC your administrator gives you can only be used for the position you are assigned to. This is an example of a PAC: R\$e9oP5!.

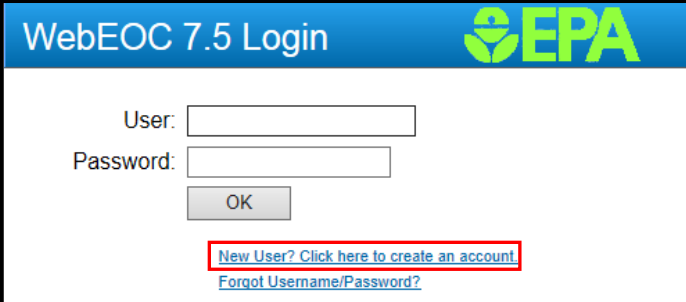


## Creating a WebEOC User Account

To create a WebEOC user account, follow the steps below.

1. Access the WebEOC site <https://webeoc.epa.gov/eoc7>.

2. From the *WebEOC Login* screen, select the **New User? Click here to create an account** link.



The screenshot shows the 'WebEOC 7.5 Login' screen with the EPA logo. It features input fields for 'User:' and 'Password:', an 'OK' button, and a red-bordered link that reads 'New User? Click here to create an account'. Below this link is a smaller blue link that reads 'Forgot Username/Password?'.

3. When the *Create Account* screen appears, enter the **Position Name** (i.e., R1 Duty Officer) in the *Position Name* field, and enter your **Position Access Code (PAC)** in the *Position Access Code* field (see Preparations for Registration above).



The screenshot shows the 'WebEOC 7.5 Login' screen with the EPA logo. The title is 'Create Account'. Below the title is the instruction: 'Please enter the position name and access code provided by your WebEOC Administrator.' There are two input fields: 'Position Name:' and 'Position Access Code:'. Both fields are highlighted with red borders. At the bottom are 'OK' and 'Cancel' buttons.

4. Select the **OK** button to continue, or select the **Cancel** button to abort the operation.



5. In the Create Account screen, enter your email address (i.e., [ertsupport@epa.gov](mailto:ertsupport@epa.gov)) as the User Name.
6. In the Create Account screen, enter your email address (i.e., [ertsupport@epa.gov](mailto:ertsupport@epa.gov)) as the User Name.
7. Enter a unique password (must contain 12 characters, upper case, lower case, number and special character). Confirm the password in the Confirm Password field.

**Note:** If you re-enter your password incorrectly, a warning will appear.

8. Enter your primary email address (i.e., [ertsupport@epa.gov](mailto:ertsupport@epa.gov))
9. **Disregard** the Secondary Email.
10. Select English as the Default Locale.
11. **Disregard the Time Zone section.** The time zone defaults to the setting configured on the WebEOC server.

**Create Account**

User Name:

Password:

Confirm Password:

Primary Email:

Secondary Email:

Locale: 

- English (United States)
- English (Zimbabwe)
- Español (Argentina)
- Español (Bolivia)

Time Zone: ☐ Override Server Default Time Zone

☐ Use Daylight Saving Time

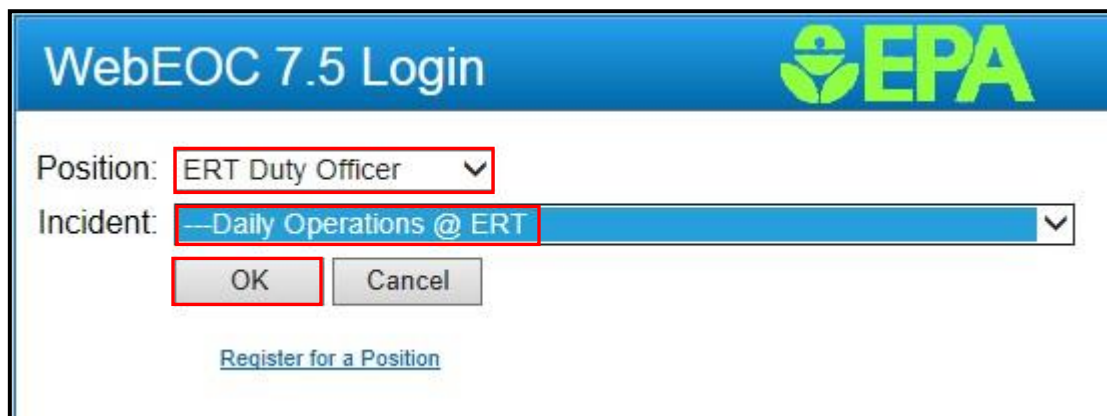


12. When you have completed the Create Account screen, click on **Save**.

13. Click on **OK** at the new user has been successfully created screen.



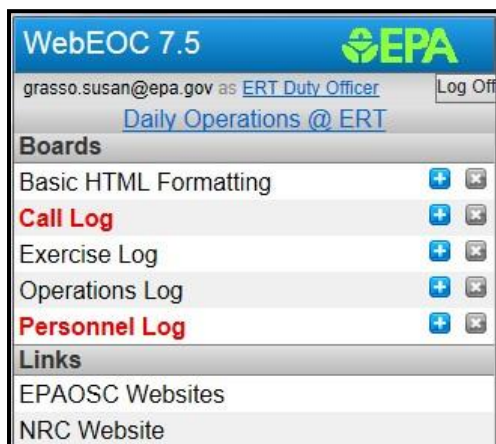
14. Click **OK** to login to the Position.



**Note:** The Incident will default to –National Daily Operations @ EPA Headquarters. Click on the drop-down list to select ---Daily Operations @ R?, ICS or Spill Reports



15. The WebEOC Logged In screen will appear and your WebEOC Control Panel will open in a separate window.



**Note:** To reduce the number of windows you have open at a time, the Logged In window can be closed without logging you out of WebEOC.



## How to Register for Additional Positions

Once your New User Account has been setup and after entering your WebEOC credentials, you can register for additional positions (i.e., Duty Officer, ICS, Spill Reports). To register for additional **Positions**:

1. On the Position and Incident window, click on the **Register for a Position** link.

The screenshot shows the 'WebEOC 7.5 Login' window with the EPA logo. It features two dropdown menus: 'Position:' set to 'ERT Duty Officer' and 'Incident:' set to 'Daily Operations @ ERT'. Below these are 'OK' and 'Cancel' buttons, and a red-bordered button labeled 'Register for a Position'.

2. On the Position Registration window, enter the **Position Name** and **Position Access Code**. Click **OK**.

The screenshot shows the 'WebEOC 7.5 Login' window with the EPA logo. A red-bordered box titled 'Position Registration' is centered. Below the title, it says 'Please enter the position name and access code provided by your WebEOC Administrator.' There are two input fields: 'Position Name:' with 'Spill Reports' entered, and 'Position Access Code:' with a masked code '.....'. 'OK' and 'Cancel' buttons are at the bottom.

The screenshot shows the 'WebEOC 7.5 Login' window with the EPA logo. A message states 'Successfully registered to the Spill Reports position.' with an 'OK' button below it.

To receive the **Position Access Code (PAC)**, please send a request to [ertsupport@epa.gov](mailto:ertsupport@epa.gov) indicating what position(s) you will be registering for.

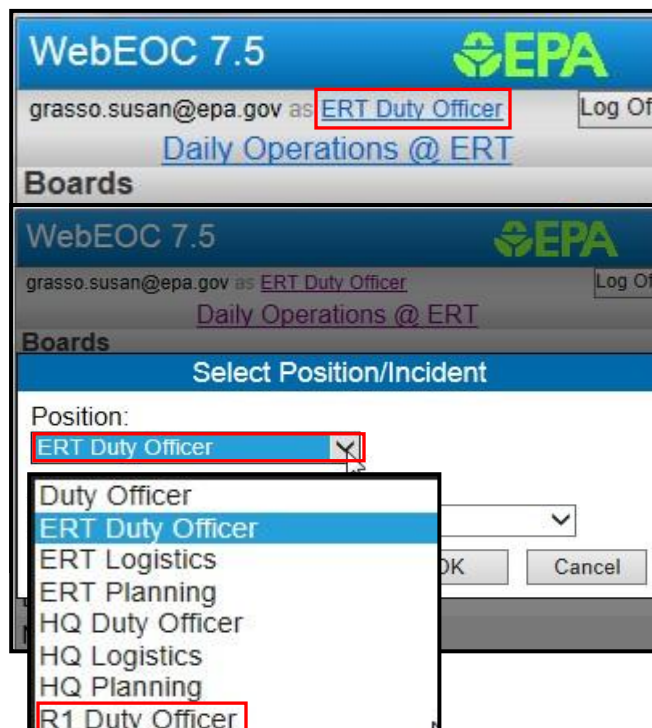




## Toggle Between Positions

If you have registered for multiple *Positions* (i.e., Duty Officer, Spill Reports, ICS, etc.) you can now toggle between *Positions*. To toggle between *Positions*:

1. On the WebEOC dashboard, click on the position you logged in with.
2. Under **Position**, click on the drop-down arrow.
3. Select a different **Position** from the drop-down menu.





## Forgot Your Username or Password

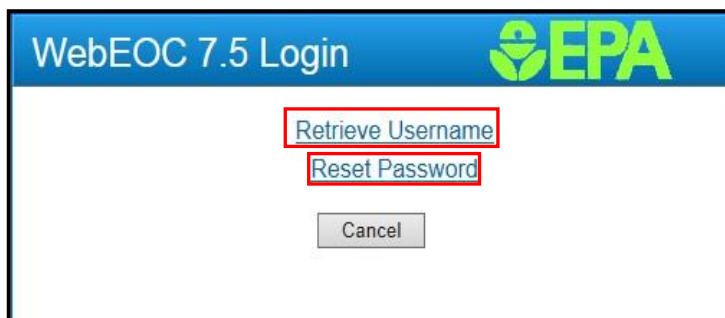
To retrieve your username or reset your password, follow the steps below.

1. From the WebEOC Login screen, select the **Forgot Username/Password?** Link.




The screenshot shows the 'WebEOC 7.5 Login' page with the EPA logo. It features input fields for 'User:' and 'Password:', an 'OK' button, and two links at the bottom: 'New User? Click here to create an account.' and 'Forgot Username/Password?'. The 'Forgot Username/Password?' link is highlighted with a red rectangle.

2. Select the **Retrieve Username** or **Reset Password** link.



This screenshot is identical to the previous one, but the 'Retrieve Username' and 'Reset Password' links are highlighted with red rectangles. A 'Cancel' button is also visible below the links.

3. If you select **Retrieve Username**, enter your email address and re-enter it in the Confirm Address field. Select Continue and an email with your username will be sent to your email account.



The screenshot shows the 'WebEOC 7.5 Login' page with the EPA logo. The title 'Retrieve Username' is centered. Below it, a message reads: 'Enter your WebEOC user email address below and click the Continue button. WebEOC will send your user name to your email address.' There are two input fields: 'Email Address:' and 'Confirm Address:'. Both fields are highlighted with red rectangles. At the bottom are 'Continue' and 'Cancel' buttons.



- If you select **Reset Password**, enter your username (always your email address) and email address in the field and select Continue.

The screenshot shows the 'WebEOC 7.5 Login' page with the 'Reset Password' option selected. The form prompts the user to enter their WebEOC username and email address. Both fields are populated with 'ertsupport@epa.gov' and are highlighted with a red rectangle. Below the fields are 'Continue' and 'Cancel' buttons.

WebEOC 7.5 Login

### Reset Password

Enter your WebEOC username and email address below and click the Continue button. WebEOC will send you an email with further instructions on resetting your password.

Username: ertsupport@epa.gov

Email Address: ertsupport@epa.gov x

Continue Cancel

- A message containing a link to reset your password will be generated and sent to your email account.

The screenshot shows a confirmation message from WebEOC. It states that an email has been sent to 'ertsupport@epa.gov' containing information to reset the password. An 'OK' button is centered at the bottom of the message box.

WebEOC 7.5 Login

WebEOC has sent an email to ertsupport@epa.gov containing information that will allow you to reset your password.

OK

The screenshot shows an email from 'ERT' to 'ertsupport@epa.gov'. The email body contains instructions on how to reset the password, including a link to click. The link is highlighted with a red rectangle.

WebEOC User Account Information

ertsupport@epa.gov  
To: ☐ ERT Support; v

Reply all | v  
Thu 3/17/2016 4:28 PM

Dear ertsupport@epa.gov,  
A request to reset your WebEOC password has been made. To reset your password, click on the link below to log into WebEOC. If you did not request the password reset, ignore this message.

[Click this link to reset your password.](#)

You can email your WebEOC Administrator by responding to this email.